

## CONTACT INFORMATION

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**SECTION I**  
**GENERAL INFORMATION**

VISION .....	5
MISSION OF THE SCHOOL.....	5
SCHOOL HISTORY .....	5
2012-2013 STUDENT HANDBOOK.....	6
FORWARD.....	6
EQUAL EDUCATION OPPORTUNITY .....	7
SCHOOL DAY .....	7
CALENDAR .....	8
STUDENT RIGHTS AND RESPONSIBILITIES.....	9
STUDENT WELL-BEING.....	9
INJURY AND ILLNESS.....	9
ENROLLING IN CENTRAL NINE CAREER CENTER.....	10
SCHEDULING AND ASSIGNMENT TO SPECIFIC PROGRAMS.....	10
EARLY DISMISSAL .....	10
TRANSFER OUT OF SCHOOL .....	10
WITHDRAWAL FROM SCHOOL.....	11
IMMUNIZATIONS.....	11
USE OF MEDICATIONS .....	11
SELF-ADMINISTERED PRESCRIPTION MEDICATION.....	12
SELF-ADMINISTERED NON-PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS .....	12
DIABETES MANAGEMENT AND TREATMENT PLAN .....	13
CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS .....	13
CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES .....	13
SPECIAL EDUCATION .....	14
PROTECTION AND PRIVACY OF STUDENT RECORDS.....	15
STUDENT FEES AND CHARGES .....	16
STUDENT AND/OR PROGRAM FUND RAISING.....	17
STUDENT VALUABLES.....	17
LUNCH AND/OR MEAL PROGRAM .....	17
FIRE, TORNADO AND SAFETY DRILLS.....	18
EMERGENCY CLOSINGS AND DELAYS.....	18
SAFETY AND SECURITY .....	18
VISITORS.....	19
USE OF SCHOOL EQUIPMENT AND FACILITIES.....	19
TECHNOLOGY USE AGREEMENT.....	20
LOST AND FOUND .....	25
STUDENT SALES.....	25
USE OF OFFICE TELEPHONE .....	25

USE OF WIRELESS COMMUNICATION DEVICES (WCD).....	25
ADVERTISING OUTSIDE ACTIVITIES.....	28

## SECTION II ACADEMICS

COURSES OFFERED 2012-2013 .....	28
FIELD TRIPS.....	29
GRADES.....	29
PLAGERISM AND ACADEMIC CHEATING.....	31
ENROLLMENT IN DUAL CREDIT .....	31
AWARDS .....	31

## SECTION III STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES .....	32
NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES.....	33
STUDENT EMPLOYMENT.....	33

## SECTION IV STUDENT ATTENDANCE

ATTENDANCE .....	33
TRUANCY .....	34
EXEMPT ABSENCES .....	34
EXCUSED ABSENCES.....	34
AUTHORIZED ABSENCES.....	35
(OUT-OF-SCHOOL-SUSPENSIONS)	
UNEXCUSED ABSENCES .....	35
NOTIFICATION OF ABSENCE.....	36
WAIVER PROCEDURE.....	36
TARDINESS.....	36
VACATIONS DURING THE SCHOOL YEAR.....	37
MAKE-UP OF TESTS AND OTHER SCHOOL WORK .....	37

## SECTION V STUDENT CONDUCT

STUDENT BEHAVIOR STANDARDS.....	38
EXPECTED BEHAVIORS .....	38
CLASSROOM ENVIRONMENT .....	38
DRESS AND GROOMING.....	38
CARE OF PROPERTY .....	40
CODE OF CONDUCT .....	40
ENFORCEMENT OF STUDENT BEHAVIOR AND CODE OF CONDUCT .....	49
DISCIPLINE .....	50

BEFORE/AFTER SCHOOL DETENTION – ONE HOUR .....50  
(ASSIGNED BY ADMINISTRATION)  
AFTER-SCHOOL DETENTION-TWO HOURS .....51  
(ASSIGNED BY ADMINISTRATION)  
REMOVAL/ISS – IN-SCHOOL SUSPENSION.....51  
(ASSIGNED BY ADMINISTRATION)  
OSS – OUT-OF-SCHOOL SUSPENSION .....51  
(ASSIGNED BY ASMINISTRATION)  
EXPULSION FROM SCHOOL .....52  
(ASSIGNED BY ADMINISTRATION AND HOME/SENDING SCHOOL ADMINISTRATION)  
EXPULSION FOR FIREARMS POSSESSION .....52  
DUE PROCESS RIGHTS.....52  
SEARCH AND SEIZURE.....53  
USE OF DOGS .....53  
USE OF BREATH-TEST INSTRUMENTS .....53  
STUDENT RIGHTS TO EXPRESSION .....54

**SECTION VI**  
**TRANSPORTATION**

BUS TRANSPORTATION .....54  
DRIVING/PARKING REGULATIONS.....55  
DRIVING (FLEXIBLE SCHEDULING, JOB SHADOWING, INTERNSHIP, CO-CURRICULAR  
OPPTUNITIES, SPECIFIC FIELD TRIPS, COMPETITIONS AND COLLEGE DAYS) .....56

**APPENDIX A**

GUIDELINES FOR DISCIPLINE INFRACTIONS .....56  
STUDENT/PARENT SIGNATURE.....61  
NOTES.....62

## **SECTION I**

### **GENERAL INFORMATION**

#### **VISION**

**“EDUCATING FOR THE 21<sup>ST</sup> CENTURY”**

#### **MISSION OF THE SCHOOL**

“We provide the necessary facilities, appropriate equipment, technological instruction, and learning environment relevant to business and industrial needs in order to enhance student success.”

#### **NOTE:**

This student handbook is based in significant part on policies adopted by the Central Nine Governing Board and administrative guidelines developed by the director. Those policies and guidelines are incorporated by reference into provisions of this student handbook. Policies and administrative guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in the student handbook since it was adopted in June 11, 2013. If you have questions or would like more information about a specific issue or document, contact the principal or the director. You may access the document on Central Nine Career Center’s website: [www.centralnine.org](http://www.centralnine.org) by clicking on and finding the specific policy or administrative guideline in the Table of Contents for that section. A copy is also available in the principal’s and director’s office.

#### **SCHOOL HISTORY**

Central Nine Career Center is an area career/technical school dedicated to the development of the knowledge and skills necessary to prepare students for employment in a chosen career and/or furthering their education at a post-secondary institution. Central Nine is located at 1999 U.S. 31 South in Greenwood, Indiana, and provides career and technical education for a geographic area that encompasses all of Johnson County, the southeast township of Morgan County, and a main portion of the southern third of Marion County including students transported to those districts from the Indianapolis Metropolitan area. The school serves eight school corporations, which send students from nine high schools. Those high schools are: Beech Grove High School, Center Grove High School, Franklin Central High School, Franklin Community High School, Greenwood High School, Indian Creek High School, Perry Meridian High School, Southport High School, and Whiteland Community High School.

The doors to Central Nine opened in the fall of 1972 after a feasibility study was initiated in August, 1969. The school now consists of seven buildings including approximately 125,032 square feet of

classrooms, laboratories, offices, and other instructional resource facilities on 65 acres. It is designed to accommodate 850-900 students for each of its two sessions per day for a total of 1,700-1,800 total students. A building project was initiated in the fall of 2007 and phase one was completed in the summer of 2008. This phase of the building project added a new restaurant, more health science classrooms, a large group instruction room, and main office. There have been several program area upgrades included in this project. A second phase of our building project began in March of 2009 and includes more program and facility upgrades. Phase two was completed in the summer of 2009. Phase three of our building project started in May of 2010 and was finished at the end of the 2010/2011 school year.

This school year, Central Nine will offer 31 varied career and technical programs, two of which are held off-campus at post secondary institutions. All programs are funded by the sending school corporations. Each student attends either the A.M. or P.M. session every school day and the remainder of the student's school day is spent at the home high school so that he/she may complete the required courses for graduation and participate in extracurricular activities. Most programs offer dual credit and/or certification.

## **2013-2014 STUDENT HANDBOOK**

Welcome to Central Nine Career Center. We are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Governing Board publishes this updated student handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this student handbook with their child. Teachers will also review this student handbook with students at the beginning of the school year. Students will be expected to sign and return a form indicating that they have read and understood the provisions in the student handbook.

Thank you for taking the time to become familiar with the important information in this student handbook. This student handbook was adopted by Central Nine Career Center's Governing Board on July 11, 2013.

## **FORWARD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain governing board policies and guidelines. Please take time to become familiar with the following important information contained in this student handbook and keep the student handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this

student handbook, you are encouraged to talk to the counselor or principal. This student handbook replaces all prior handbooks and other written material on the same subjects. This student handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the governing board policies and the school’s rules as of July 11, 2013. If any of the policies or administrative guidelines referenced herein are revised after July 11, 2013, the language in the most current policy or administrative guideline prevails. Copies of current governing board policies and administrative guidelines are available from the director and on the corporation’s website.

**EQUAL EDUCATION OPPORTUNITY**

It is the policy of this corporation to provide an equal education opportunity for all students. Any person who believes that central Nine Career Center or any staff member has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the corporation, or social or economic background, has the right to file a complaint A formal complaint may be made in writing to Central Nine Career Center’s Compliance Officer listed below:

Dr. Stephen Hagen  
Director  
317-888-4401 x270

The complaint will be investigated and a response, in writing, will be given to the concerned person within ten school days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will Central Nine Career Center threaten or retaliate against anyone who raises or files a complaint.

**SCHOOL DAY**

Morning Session	
7:30 a.m. – 8:00 a.m.	School Open
8:00 a.m. – 9:15 a.m.	Block 1
9:15 a.m. – 9:25 a.m.	Passing Period
9:25 a.m. – 10:40 a.m.	Block 2
10:40 a.m. – 11:00 a.m.	School Open
Teacher’s Lunch	
11:00 a.m. – 11:30 a.m.	Teacher’s Lunch/Office Open
Afternoon Session	
11:30 a.m. – 11:40 a.m.	School Open
11:40 a.m. – 12:55 a.m.	Block 3
12:55 p.m. – 1:05 p.m.	Passing Period
1:05 p.m. – 2:20 p.m.	Block 4
2:20 p.m. – 3:00 p.m.	School Open

School Detentions

7:00 a.m. – 8:00 a.m.

2:30 p.m. – 3:30 p.m.

2:30 p.m. – 4:30p.m.

Monday – Thursday (1 hour)

Monday – Thursday (1 hour)

Thursday (2 hours)

**CALENDAR**

**2013-14 School Calendar**

<b>August 5-6</b>	<b>Teacher In-Service</b>
<b>August 7</b>	<b>First Day for Students</b>
<b>August 20</b>	<b>Open House for Current Parents/Students</b>
<b>September 2</b>	<b>Labor Day (No School)</b>
<b>October 3</b>	<b>Career Day/Murray and Associates (6:30p.m.)</b>
<b>October 11</b>	<b>End of 1st Quarter/Last Day for Teachers/Students</b>
<b>October 14</b>	<b>Fall Break Begins –No School</b>
<b>October 21</b>	<b>Classes Resumes</b>
<b>November 27</b>	<b>Thanksgiving Vacation</b>
<b>November 28</b>	<b>Thanksgiving Vacation</b>
<b>November 29</b>	<b>Thanksgiving Vacation</b>
<b>December 5</b>	<b>Open House - Prospective Parents/Students</b>
<b>December 20</b>	<b>End of 2nd Quarter/Semester/Last Day for Teachers/Students</b>
<b>December 23</b>	<b>Winter Break Begins—No School</b>
<b>January 3</b>	<b>Teacher In-Service</b>
<b>January 6</b>	<b>Classes Resume</b>
<b>January 20</b>	<b>Martin Luther King Day—No School</b>
<b>February 17</b>	<b>Presidents’ Day—No School</b>
<b>March 7</b>	<b>End of 3rd Quarter</b>
<b>March 21</b>	<b>Last Day for Teachers/Students</b>
<b>March 24</b>	<b>Spring Break Begins-No School</b>
<b>April 7</b>	<b>Classes Resume—Start of 4th Quarter</b>
<b>May 8</b>	<b>Awards Day</b>
<b>May 26</b>	<b>Memorial Day—No School</b>
<b>May 29</b>	<b>End of Quarter 4/Semester</b>
<b>May 30</b>	<b>TeacherIn-/Service</b>



## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of Central Nine Career Center are designated to allow each student to obtain a safe, orderly and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. mail, hand delivery, electronic mail and/or a phone call may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the counselor.

Adult students (age 18 and older) are expected to follow all of Central Nine Career Center's rules. If residing at home, adult students should include their parents in their educational program.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills and safety drills in the event of a terrorist or other violent attack, accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## **ENROLLING IN CENTRAL NINE CAREER CENTER**

All students must enroll in the corporation (home/sending school) in which they have legal settlement, unless other arrangements have been approved by that school. Prior to attendance at Central Nine Career Center, enrollment and/or permission to attend Central Nine Career Center will be checked with the home/sending school.

Non-resident students should refer to the Corporation Policy 5111 for eligibility requirements to enroll. Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

## **SCHEDULING AND ASSIGNMENT TO SPECIFIC PROGRAMS**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Both the home/sending school and Central Nine Career Center have agreed upon this schedule. Any changes in a student's schedule should be handled through Central Nine Career Center's counselor. Central Nine Career Center's counselor will work in conjunction with the home/sending school with any schedule and/or program change. It is important to note that some student requests to take a specific course may be denied. Students are expected to follow their schedules. Program changes may result in the student returning to their home/sending school. Other changes will not be made.

## **EARLY DISMISSAL**

No student may leave school prior to dismissal time without a written request signed by a person whose signature is on file in the school office. In the case of an emergency, a student will be dismissed with a phone call. No student will be released to a person other than a custodial parent(s) or guardian(s) without a permission note signed by the custodial parent(s) or other legal authorization.

## **TRANSFER OUT OF SCHOOL**

If a student plans to transfer from Central Nine Career Center, the parent must notify both Central Nine Career Center's counselor and the home/sending school's counselor. Central Nine Career Center's school records shall be transferred within 14 days to the home/sending school which will forward all school information to the new school corporation.

## **WITHDRAWAL FROM SCHOOL**

No student under the age of 18 will be allowed to withdraw from Central Nine Career Center and the home/sending school without an exit interview with the home/sending school principal and/or a designee who must agree to the withdrawal. The home/sending school principal is also required to provide to the Bureau of Motor Vehicles the name of any student under the age of 18 who withdraws from school or revocation of the student's driver's license. The student also may not be able to obtain an employment certificate needed to obtain a job. No textbook and/or parking pass refunds will be given when a student withdraws from Central Nine Career Center.

## **IMMUNIZATIONS**

Students must provide documentation that complies with the rules set forth by the Indiana State board of Health that all immunizations required by law are current. These records will be kept with the home/sending school. Certain programs at Central Nine Career Center may require specific immunizations prior to enrollment.

From time-to-time other communicable diseases may be designated by the State Board of Health as diseases that require immunizations. For the safety of all students, the principal may remove a student from school or establish a deadline for meeting state requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the home/sending school superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the principal.

## **USE OF MEDICATIONS**

In those circumstances where a student must take prescribed medications during the school day, the following guidelines are to be observed.

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.
- E. Students who may require administration of an emergency medication may have such medication stored in the principal's office. However, if authorization for self-medication has been provided by the parent and physician, the student may retain possession of self-administered medications.

- F. Central Nine Career Center may send home medication that is possessed by the school for administration during school hours or at school functions with a student of the student's parent provides written permission for the student to receive the medication.
- G. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- H. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- I. If given in the office, a log for each prescribed medication shall be maintained, which will note the personnel giving the medication, the date and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

### **SELF-ADMINISTERED PRESCRIPTION MEDICATION**

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the principal. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization.

- A. The physician's statement must include the following information:
  - 1. An acute or chronic disease or medical condition exists for which the medication is prescribed.
  - 2. The student has been given instruction as how to self-administer the medication.
  - 3. The nature of the disease or medical condition requires emergency administration of the medication.

Central Nine Career Center, the Governing Board, or its employees are not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act of omission accounting to gross negligence or willful and wanton misconduct.

### **SELF-ADMINISTERED NON-PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS**

No staff member will be permitted to dispense non-prescribed, over-the-counter medication to any student.

Parents may authorize Central Nine Career Center to allow the student to self-administer non prescribed medications. Student and parents must fill out this form, which is available in the principal's office. A physician does not have to authorize such medication.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the principal's office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug use provisions of the code.

### **DIABETES MANAGEMENT AND TREATMENT PLAN**

A diabetes management and treatment plan shall be prepared and implemented for a student with diabetes for use during school hours or at a school related event or activity. The plan shall be developed by the licensed health care practitioner responsible for the student's diabetes treatment and the student's parent/legal guardian.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because Central Nine Career Center has a high concentration of people, it is necessary to take specific measures when health or safety of the group is at risk. Central Nine Career Center's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella and other conditions indicated by the local and state health departments.

Any removal will be limited to the contagious period as specified in the school's administrative guidelines and/or by local and state health departments' guidelines.

### **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

Central Nine Career Center has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the county health department. Central Nine Career Center will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B and other diseases that may be specified by the state board of health.

As required by federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **SPECIAL EDUCATION**

The American's with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving federal financial assistance. This protection applies not just to the students, but all individuals who have access to the Central Nine Career Center's programs and facilities.

The law defines a person with a disability as anyone who:

- A. has a mental or physical impairment that substantially limits one or more major life activities;
- B. has a record of such an impairment; or
- C. is regarded as having such an impairment.

The home/sending school has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Students are entitled to a free appropriate school education in the "least restrictive environment." The home/sending school and Central Nine Career Center provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the home/sending school and Central Nine Career Center encourages the parent to be an active participant. To inquire about the procedure, a parent should contact their home/sending school counselor or Central Nine Career Center's counselor.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the home/sending school and Central Nine Career Center, the student and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in their program, should contact either their home/sending school counselor or Central Nine Career Center's counselor at 317-888-4401 x 231.

## **PROTECTION AND PRIVACY OF STUDENT RECORDS**

Central Nine Career Center maintains many student records including both directory information and confidential information. Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the governing board to disclose any or all “directory information” upon written notification to the governing board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may consult the governing board’s annual Family Education Rights and Privacy Act (FERPA) notice.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, social security numbers and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to either the principal of your home/sending school or Central Nine Career Center’s principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of Central Nine Career Center’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student’s parents;
- B. mental or psychological problems of the student or the student’s family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians and ministers;
- G. religious practices, affiliations or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal. The information a parent may access includes:

- A. activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following e-mail addresses:

[FERPA@ed.gov](mailto:FERPA@ed.gov) and [PPRA@ed.gov](mailto:PPRA@ed.gov)

## **STUDENT FEES AND CHARGES**

Central Nine Career Center charges specific fees for the activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees and add-on fees for loss or damage to school property. The school and staff do not make a profit. To view this form (Textbook, Workbook Fee Chart), you may receive a copy from the principal's office.

Fees may be waived in situations where there is a financial hardship. However, charges for student handbooks, technology, student I.D.'s, workbooks and/or textbooks that the students get to keep, cannot be waived.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.



Failure to pay fees and/or charges may result in the withholding of grades and credits. Students and/or parents may be held legally responsible to pay fees and/or any additional costs.

### **STUDENT AND/OR PROGRAM FUND RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members and members of the community in accordance with Central Nine Career Center and/or program guidelines. The following general rules will apply to all fundraisers:

- A. Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.
- B. Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as “runs for...”, will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- C. Students who do not turn in unsold items and/or pay for items ordered, will be financially responsible for those items.
- D. Students may not sell any item or service in school without the prior approval of principal. Violation of this policy may lead to disciplinary action.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment and the like, are tempting targets for theft and extortion. Central Nine Career Center cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

Specific programs may require each student to purchase specific supplies and/or equipment to participate in the class or program. Central Nine Career Center cannot be responsible for items stored in the lockers.

### **LUNCH AND/OR MEAL PROGRAM**

Central Nine Career Center does not participate in the National School Lunch Program nor does it provide lunches for the students. Lunch is available at the home/sending school.

Central Nine Career Center does provide vending machines for student use and opportunities for students to purchase snack items through our Culinary Careers program. Students may purchase drinks and snacks prior to the start of school, during passing periods and after school. Each program and teacher has specific classroom management plans stating whether drinks and/or food are allowed in their classroom and/or labs.

## **FIRE, TORNADO AND SAFETY DRILLS**

Central Nine Career Center complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the state. The alarm system for tornadoes is different from the alarm system for fires and consists of a P.A. announcement.

Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property or other acts of violence.

## **EMERGENCY CLOSINGS AND DELAYS**

If Central Nine Career Center must be closed or the opening delayed because of inclement weather or other conditions, Central Nine Career Center's administration will notify the following television stations:

WRTV – Channel 6  
WISH – Channel 8  
WTHR – Channel 13  
FOX – Channel 59

A phone message will be made by Central Nine Career Center whenever possible to inform students about school delays, closings, etc. Students should always follow their home/sending school schedule concerning delays and closings, unless your home/sending school is open and Central Nine Career Center is closed or on a delay. Parents and students are responsible for knowing about emergency closings and delays.

## **SAFETY AND SECURITY**

Central Nine Career Center is very concerned about the safety of our students and staff. The following procedures will be followed:

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.

- C. Staff members are expected to question people in the building whom they do not recognize and who are not wearing a building pass and to question people who are “hanging around” the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school day are closed off.
- G. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to school in order to prevent any inconvenience.
- H. Students may not bring visitors to school.
- I. A person is stationed at the main entrance/principal’s office of Building A to greet visitors.
- J. Students are required to carry identification cards with them at all times in school or on school property.
- K. All Central Nine Career Center employees are to wear identification badges/name tags while on campus.
- L. Central Nine Career Center may utilize video surveillance and electronic monitoring in order to protect school property, promote security and protect the health, welfare and safety of students, staff and visitors.

## **VISITORS**

Visitors, particularly parents, are welcome at Central Nine Career Center. Visitors must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without a Lobby Guard pass and/or a Central Nine badge shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

## **TECHNOLOGY USE AGREEMENT**

### **Technology Usage**

#### **Responsibilities of Central Nine Career Center Technology Users:**

Central Nine Career Center is pleased to offer its students access to both a school-wide network for sharing educational software as well as access to the global network known as the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for lifelong learning. It should be understood that the above-mentioned benefits and value to our students' education is a shared responsibility shared among students, parents and school employees. If this endeavor is looked upon as a cooperative effort to prepare students for the 21<sup>st</sup> century, it will without a doubt, be much more successful. In addition to the Internet, our students are exposed to a number of technological devices including, but not limited to, DVD players, VCR's, Televisions, Handheld computing devices, cassette players, film projectors, and a multitude of other items to numerous to mention.

In order to provide access to information and to communicate with others throughout the world, Central Nine Career Center provides and maintains a substantial network infrastructure. Due to the complexities and openness of these networks and the variety of information available, it is important that users adhere to these guidelines to ensure continuing trouble free operation.

Making Internet access available carries with it the potential that someone might encounter information that some have identified as controversial and of potential harm to others. Central Nine Career Center is dedicated to providing a safe educational environment. To this end, and to ensure our compliance with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (N-CIPA) we utilized filtering technology that blocks access to 1) Obscenity 2) Child Pornography and 3) Materials harmful to minors on ALL corporation computers including student, staff and administrative computers. For staff members participating in verifiable research, the CIPA does allow for temporary disabling of the filter. Disabling of the filter for minors is not permissible.

Given the constantly changing information environment, it is not possible to guarantee that all controversial materials will be totally eliminated on the schools' network system (congruent with the CIPA and N-CIPA). At the same time, school officials want to make sure that users of corporation owned technology are aware of the their responsibility to use the resources in an ethical and educational manner. The focus should shift from controlling the environment to providing individual users with the understanding and skills needed to use the our technology system in ways appropriate to their individual educational needs.

Taking into account the above-mentioned statements, Central Nine Career Center believes that parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, Central Nine Career Center makes our complete technology usage policy and procedures available upon request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

With the rights and privileges of technology usage come certain responsibilities. Users need to familiarize themselves with these responsibilities. Failure to adhere to them may result in the loss of network use privileges and other disciplinary measures:

**Ethical and Educational Use.** The user has full responsibility to use the Network system in an ethical and educational manner. Students are not permitted to use either the school wide network or the Internet without permission of and must be supervised by a member of the professional staff of Central Nine Career Center. Privileges to use the Network may be revoked, if it is determined that an individual has abused this privilege. The administration will be sole arbiter of what constitutes this abuse.

**Never share your password with anyone.** The user has full responsibility of the use of an account. Violations of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of the account.

**Do not knowingly degrade the performance of the network.** Chain letters, mail bombs and music downloads are examples of activities prohibited by these guidelines.

**Obey the rules of copyright.** Technology users must respect all copyright issues regarding software, information, and attributions of authorship. **No software whether commercial or shareware may be installed on the system without the express permission of the network administrator.** It is understood that all student and staff members will respect current copyright laws as they pertain to ANY technology device used on school premises. This includes the public exhibition of any copyrighted material.

**Posting personal communications to a public forum without the original author's prior consent is prohibited.** To do this is a violation of the author's privacy. However, all messages posted in a public forum such as news groups or aliases email may be copied in subsequent communications, so long as proper attribution is given.

**Use of the network for any illegal activities is prohibited.** Illegal activities include tampering with computer hardware or software, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files. Such activity is considered a crime under state and federal law.

**Avoid the spread of computer viruses.** "Computer viruses" are programs that have been deployed as pranks, and can destroy valuable programs and data. Deliberate attempts to degrade or disrupt system performance of the Network or any other computer system or network on the Internet by spreading computer viruses is considered criminal activity under state and federal law. **Additionally, users who introduce viruses to the system through negligence may be required to pay restitution for damages incurred.**

**Chat rooms, non-school email servers and public proxy servers are prohibited.** The student use of chat rooms and home emails servers causes personal risks to students that we as a school corporation cannot manage. Student email should be channeled through our student email server when appropriate.

**Use appropriate language.** Profanity or obscenity will not be tolerated. All participants should use language appropriate for school situations as indicated by school codes of conduct.

**Avoid Offensive or inflammatory speech.** Internet users must respect the rights of others both in the local community and in the Internet as large. Personal attacks are an unacceptable use of the network. If you are a victim of such messages, bring the incident to the attention of a teacher or system administrator.

**Harassment of any form will not be tolerated.** Communication on our network system should be of a professional nature. Messages intending to harass, annoy, bother or disrupt the educational mission of Central Nine Career Center are strictly prohibited. Additionally, any person violating this policy will be subject to disciplinary action and, depending upon the nature of the harassment, may be submitted for judiciary action as well.

**Impersonation, anonymity, or pseudonyms are not permitted.** As an educational network, we believe that individuals must take responsibility for their actions and words.

**Accessing, uploading, downloading or distributing inappropriate materials are not permitted.** Internet users must realize that accessing, uploading, downloading or distribution of pornographic, obscene, or sexually explicit material is strictly prohibited, and will not be tolerated in any manner.

**Accessing another individual's materials, information, or files without permission is prohibited.** Network users must respect the rights of others' electronic property and not access or otherwise use or tamper with such property without permission from the owner.

**Peer to Peer file sharing applications are strictly prohibited.** Due to frequent copyright infringements, virus issues, and network performance issues, the use of such applications is prohibited by all students and staff members.

That the use of technology is a privilege which may be revoked at any time for conduct that embarrasses, harms, or in any way distracts from the good reputation of Central Nine Career Center or any organizations, groups, and institutions with which the corporation is affiliated. The administration will be the sole arbiter of what constitutes this unacceptable behavior.

That Central Nine Career Center reserves the right to review any material stored in files or other media format and will edit or remove any material that the administration believes may be unlawful, obscene, abusive, or otherwise objectionable.

That all information services and features contained on the Network/Internet system or other media format are intended for the educational use of its patrons, and any commercial or unauthorized use of those materials or services in any form, is expressly forbidden.

To abide by all the rules and regulations of the system usage as described by the system administrator of Central Nine Career Center's network system.

In consideration for the privilege of using the Central Nine Career Center's Network/Internet system and in consideration for having access to the information contained on it, I hereby release Central Nine Career Center and all organizations, groups and institutions with which the Central Nine Career Center Network/Internet system is affiliated for any and all claims of any nature arising from my use, or inability to use, the Network/Internet system.

My access to any use of any technology device is subject to limitations as may be established by the administrators of the system, and may be changed at any time without notice.

I understand that Central Nine Career Center employs a third-party web filter to attempt to "filter out" known sites of unwanted and/or objectionable material, there still exists the possibility that undesired material and communications may be received on school owned equipment. Additionally, I will make no attempt to bypass these protections.

That the use of the Central Nine Career Center's technology devices and network system is a privilege that may be revoked at any time for abusive conduct. Such conduct is described within the document "Responsibilities of Central Nine Career Center Technology Users".

**By signing the technology usage agreement, you are indicating that you have read this document and agree to the terms described within it.** The administration will be the sole arbiter of what constitutes obscene, abusive, or objectionable language or conduct.

### **LOST AND FOUND**

The lost and found area is in the principal's office. Students who have lost items should check with the secretary and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of each nine weeks.

### **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the principal.

### **USE OF OFFICE TELEPHONE**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Office personnel will initiate all calls on behalf of a student seeking permission to leave school. Students may use office phones to contact parents relating to school business.

### **USE OF WIRELESS COMMUNICATION DEVICES (WCD)**

Students may use wireless communication devices (WCDs) before and after school and in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment during after school activities (e.g. extracurricular activities) and at school related functions. Use of WCDs, except approved laptops and PDAs, at any other time is prohibited and they must be powered completely off and stored out of sight.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberrys/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view internet websites that are otherwise blocked to students at school. Students may use WCDs while riding on a school bus or board-provided vehicle during school-sponsored activities, at the discretion of the bus

driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval from the building principal:

- A. The student is a member of a volunteer fire company/department, ambulance or rescue squad.
- B. The student has a special health circumstance (e.g. an ill family member or his/her own special health condition).
- C. The student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. The preceding prohibitions do not apply to board-owned and issued laptops, PDAs or authorized assistive technology devices.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school year.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms and any other area where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property. Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.



“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating or academic dishonesty; likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be returned to the student’s parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by corporation staff will be marked in a removable manner with the student’s name and held in a secure location in the building’s central office until it is retrieved by the parent/guardian. WCDs in corporation custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The governing board assumes no responsibility for theft, loss, damage or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

## **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of one school day's notice is required to ensure that the principal has the opportunity to review the announcement or posting.

### **SECTION II**

#### **ACADEMICS**

##### **COURSES OFFERED 2013-2014**

The following is a list of courses offered at Central Nine aligned by Career Academics.

##### **Agriculture**

Landscape Management I and Horticulture Science

##### **Architecture and Construction**

Construction Technology

##### **Arts, AV Technology and Communication**

Visual Communication (previously known as Graphic Imaging)

##### **Business, Marketing and Technology**

Computer Programming I

Professional Career Internship (Seniors Only)

##### **Health Science**

Dental Careers I

Health Sciences I, Anatomy-Physiology, Medical Terminology

Health Science II – Medical Assisting (Senior Only/Kaplan College)

Health Science II – Nursing - CNA (Senior Only)

Health Science II – Pharmacy (Senior/Evening Only)

Medical Intervention/Biomedical Innovation (PLTW, 2<sup>nd</sup> yr. Program)

Principals of Biomedical Sciences/Human Body Systems (PLTW, 1st yr. Program)

Veterinary Careers I

##### **Hospitality and Human Services**

Advanced Culinary Arts

Advanced Hospitality Management

Cosmetology (Senior Only, Off Campus)

Culinary Arts and Hospitality Management Careers

## Manufacturing and Logistics

- Advanced Manufacturing

- Computer Integrated Manufacturing Digital Electronics (PLTW, 2<sup>nd</sup> yr. Program)

- Electronics and Computer Technology

- Intro. to Engineering Design/Civil Engineering and Architectural Design (PLTW, 2<sup>nd</sup> yr. Program)

- Precision Machining

- Welding Technology

## Public Service

- Criminal Justice I and II

- Emergency Medical Service (Senior Only/Contracted) (C.E.R.T)

- Fire and Rescue I (Contracted) (C.E.R.T)

## Transportation

- Automotive Collision Repair Technology

- Automotive Services Technology

- Aviation Maintenance Technology (Senior/Contracted Service, Off campus, Vincennes University)

- Aviation Support Operations (Contracted Service, Vincennes University)

- Diesel Service Technology

- Tractor/Trailer Operations (Senior/Contracted, Off campus, Vincennes University)

## **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of Central Nine Career Center's co-curricular and extra-curricular programs. No student may participate in any school-sponsored trip without parental consent.

While Central Nine Career Center encourages the student's participation in the field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. All school rules and procedures apply when students are on a field trip. If there is a violation of a school rule or procedure, the student may become responsible for the cost of an expedited return trip home. School attendance procedures apply no matter if a student chooses or is allowed to attend a field trip. Students who violate school rules or procedures may lose the privilege to go on field trips and will be disciplined.

Some field trips may have a cost associated with them. This may include, but is not limited to: cost of driver and gas, cost of lunch, cost of admittance, etc.

## **GRADES**

Central Nine Career Center has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test

results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

- “A” represents superior work
- “B” represents above average work
- “C” represents average work
- “D” represents below average work
- “F” represents failing or unsatisfactory work
- “T” indicates incomplete or unfinished work

Central Nine Career Center uses the following grading scale:

100	A+
92 – 99	A
90 – 91	A-
88 – 89	B+
82 – 87	B
80 – 81	B -
78 – 79	C+
72 – 77	C
70 – 71	C-
68 – 69	D+
62 – 67	D
60 – 61	D-
00 – 59	F

(Specific classes aligned with colleges, dual credit, specific programs, etc., may use a different grading system. Please check with your teachers’ specific grading system used.)

Below is the Aviation Maintenance (Vincennes University) grading scale. This grading scale is different than Vincennes University’s grading scale on campus.

94 – 100	A
90 – 93	A-
87 – 89	B+
83 – 86	B
79 – 82	B-
76 – 78	C+
73 – 75	C
70 – 72	D
00 – 69	F

All report cards and progress reports will be hand delivered to the students. Report cards and progress reports will be electronically sent to those parents and/or students who provide Central Nine with an electronic address. Parents and students may view their grade any time by going on-line through our school software. Grades will also be reported to the home/sending school so they may be placed on their report cards on the student's permanent records.

Semester grades are calculated (not including semester finals) as a running average of the entire semester. They are not calculated by averaging the first and second nine weeks grades.

### **PLAGERISM AND ACADEMIC CHEATING**

The conduct of a student that demonstrates any form of cheating and/or academic dishonesty will be disciplined according to the seriousness of the incident.

- A. Cheating shall consist of submitting any homework, quiz, test, project, etc. that is not one's own work.
- B. Cheating shall also mean willingly allowing or helping another person to submit work that is not his/her work by copying, retyping or reproducing the original work by computer.
- C. Cheating in class or on class work could result in (but is not limited to):
  - 1. First offense: The assignment, quiz, test or project will receive a zero (0%). The offense will be documented in the student discipline file.
  - 2. Second offense: The assignment, quiz, test or project will receive a zero (0%). The student will receive a one day out-of-school suspension. A parent and student meeting with the teacher and administrator will be required before the student may return to school/class
  - 3. Third offence: Student will fail the semester/course and possible expulsion.

### **ENROLLMENT IN DUAL CREDIT**

Any student enrolled in the 11<sup>th</sup> or 12<sup>th</sup> grade may enroll to receive dual credit providing s/he meets the requirements established by law, Central Nine Career Center and the university issuing the dual credit. Any interested student should contact Central Nine Career Center's counselor or teacher to obtain the necessary information on enrollment.

### **AWARDS**

Student Achievement Award – This award is presented to the outstanding senior in each program. To be eligible to receive this award students must complete two years in the same program. Exceptions to completing two years in the same program are those programs that are considered only one year programs. This award is determined by the instructor and principal. Only one student may earn this

award. This award consists of an engraved plaque presented to the student at the annual awards day program.

First-Year Award of Merit – This award is presented to first-year students in each program who have done outstanding work in their program area. To be eligible to receive this award students must be a first-year student. This award is determined by the instructor. Up to a total of four students may earn this award. This award consists of a certificate presented to the student at the annual awards day program.

Second-Year Award of Merit – This award is presented to second-year students in each program who have done outstanding work in their program area. To be eligible to receive this award students must be enrolled in the same program for two years. This award is determined by the instructor. Up to a total of four students may earn this award. This award consists of a certificate presented to the student at the annual awards day program.

Perfect Attendance – This award is presented to any student who has perfect attendance. To be eligible to receive this award students must have perfect attendance except for school related absences such as field trip, weather delay, home school not in session, etc. Also to be eligible students must have one or less tardies to qualify. This award is determined by the counselor. This award consists of a certificate presented at the end of each semester (fall and spring) and a certificate at the end of the year for perfect attendance in both semesters.

Performance Profile – This award is presented to any student who completes a program (one or two years). This award is determined by the instructor and the counselor. This award consists of a certificate displaying the competencies of each individual student. This award will be presented the last day of school the student attends Central Nine.

Student of the Month – This award is presented to any student in each program who have done outstanding work or made outstanding improvement. This award is determined by the instructor. One student may earn this award each month school is in session. This award consists of a certificate presented by the instructor in class. Awardees pictures and why they received the award will be posted on Central Nine's TV system. Sending schools will also be given this information.

### **SECTION III**

#### **STUDENT ACTIVITIES**

##### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Central Nine Career Center provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course and/or contain school subject matter.

Central Nine Career Center has many student groups that are authorized by the school. It is Central Nine Career Center's policy that only authorized groups are those approved by the governing board and sponsored by a staff member. Authorized groups include:

HOSA

FFA

Skills USA

SPI

All students are permitted to participate in the activities of their choosing, as long as they meet eligibility requirements.

### **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Nonschool-sponsored student groups are not allowed to meet during instruction or non-instructional hours. No non-corporation organization may use the name of Central Nine Career Center.

### **STUDENT EMPLOYMENT**

If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with his/her home/sending school counselor to discuss any legal requirements and obtain any needed documents such as a work permit, etc. Some students, who qualify may be allowed to serve an internship while attending Central Nine Career Center.

## **SECTION IV STUDENT ATTENDANCE**

### **ATTENDANCE**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Important learning results from active participation in classroom and other school activities which cannot be replaced by individual study.

Central Nine Career Center is also concerned about helping students develop a high quality work ethic which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit Central Nine Career Center wants to help students develop as early as possible in their school careers.

## **TRUANCY**

Unexcused absence from school (truancy) is not acceptable. Truancy is defined “when a student is absent from school without the permission of parent/guardian.” A student is chronically absent by having unexcused absences from school for more than 8 school days during a semester. Students who are truant will receive no credit for school work that is missed. Habitual truancy (8 or more days) may result in:

- A. Loss of credit (May request a waiver to this procedure at the end of the semester);
- B. A report made to Bureau of Motor Vehicles of being a habitual truant;
- C. A report made to the intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30 through IC 30-40.

## **EXEMPT ABSENCES**

Under IC 20-33-2-14 a student is excused from attending school under some circumstances. Students may be exempt from Central Nine Career Center for one of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- A. Home/sending school not in session.
- B. Field Trips
- C. Page or honoree of General Assembly
- D. Subpoenaed to testify in court
- E. Serving with the National Guard for no more than 10 days
- F. Serving with the Civil Air Patrol for up to 5 days

For exempt absences, students will be provided an opportunity to make-up missed school work (where applicable) and/or tests.

## **EXCUSED ABSENCES**

Students may be excused from Central Nine Career Center for one of the following reasons:

- A. Medical appointments.
- B. Personal illness, but not illness in the family unless the circumstances are approved by the principal.
- C. Family funeral
- D. Bona-fide religious holiday.
- E. Professional appointments that cannot be scheduled at non-school times and approved by the principal.



- F. Good cause must be approved by the principal.
- G. Incarcerated
- H. Maternity
- I. Military Connected Families (e.g. absences related to deployment and return)

For excused absences, students will be provided an opportunity to make-up missed school work (where applicable) and/or tests. Even though students are excused from school, they are still absent from school and may lose daily participation points.

Students with a health condition that causes repeated absence(s) are to provide the office with an explanation of the condition from a licensed physician.

Parents must provide an explanation for their child's absence by phone no later than 2:00 p.m. the day of the absence. Please call 317-888-4401, extension 265 and explain the reason for the absence. If the absence can be foreseen and the "good cause" is to be approved by the principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work. Failure to call in with an explanation that meets the above guidelines will result in an unexcused absence.

### **AUTHORIZED ABSENCES (OUT-OF-SCHOOL-SUSPENSIONS)**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to suspension within 1 day of returning to school. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from calling the teacher and/or using the school's software (Harmony). Make-up of the missed tests will be taken and/or may be scheduled when the student returns to school. The student will be given credit on any made-up tests. Even though students are "authorized" from school, they may lose daily participation points and other homework assignments, etc.

### **UNEXCUSED ABSENCES**

Any student who is absent from Central Nine Career Center for all or any part of an AM or PM session without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the state. Failure to call in an absence will result in an unexcused absence.

No credit shall be given for any school work, quizzes, test and/or participation points may not be awarded as a result of truancy.

If a student, under the age of 18, is truant for more than 8 days during a semester, s/he will be considered an “habitual truant” and may be reported to the proper authorities and to the Bureau of Motor Vehicles for suspension of his/her driver’s license.

### **NOTIFICATION OF ABSENCE**

If a student is going to be absent, the parents must contact Central Nine Career Center (317-888-4401 extension 265) by 2:00 PM and provide an explanation. If prior contact is not possible, the parents should provide a written excuse when the student returns to school. When no excuse is provided, the absence will be unexcused and student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will work with the parents to improve their child’s attendance.

An excused absence allows the student to make-up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as participation points, labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student’s grade. If the absence is unexcused or unauthorized by the principal, a student may not be allowed to make-up the work. The skipping of classes may result in disciplinary action.

### **WAIVER PROCEDURE**

A student may ask for a waiver only in extenuating circumstances in order to appeal the loss of credit. The student will need to have all the proper forms completed with parent/guardian signatures along with a detailed explanation by the required due date. The student applying for a waiver will submit the proper forms and meet with a committee to explain why credit should be reinstated. Failure to submit paper work and/or meet with the waiver committee will result in the student losing their credit. This committee will make a determination if the student should get full credit, partial credit or receive no credit.

### **TARDINESS**

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school or class, s/he is to report to the office before going to his/her assigned location. Any student who is late to class may lose up to 25 percent of their daily participation points. Students who are more than forty-five minutes late to each class/block will be considered absent. Students who are tardy will be disciplined as follows:

1 <sup>st</sup> tardy	-25% participation	Automated call
2 <sup>nd</sup> tardy	-25% participation	Automated call
3 <sup>rd</sup> tardy	-25% participation	Phone call from Dean of Students/Administrator
4 <sup>th</sup> tardy	-25% participation	1 hour Detention/Automated call

5 <sup>th</sup> tardy	-25% participation	1 hour Detention/Automated call
6 <sup>th</sup> tardy	-25% participation	2 hour Detention/Phone call from Dean of Students
7 <sup>th</sup> tardy	-25% participation	ISS/Automated call
8 <sup>th</sup> tardy	-25% participation	OSS/-Loss of driving privileges/Parent conference

### **VACATIONS DURING THE SCHOOL YEAR**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

### **MAKE-UP OF TESTS AND OTHER SCHOOL WORK**

Students who are excusably absent from school shall be given the opportunity to make-up work that has been missed. The student should contact their teacher as soon as possible to obtain assignments. It is possible that certain kinds of school work such as participation points, labs or skill-practice sessions cannot be made up and as a result, may negatively impact a student's grade.

Make-up work (tests) due to suspension must be completed within 1 day after returning to school. Make-up work due to excused absences must be completed within 1 day after returning to school or by an assigned date given by the teacher. For an extended absence of 5 or more days, additional days will be added by the teacher. If a student misses a teacher's test due to an excused absence, s/he may make arrangements with the teacher to take the test.

## **SECTION V STUDENT CONDUCT**

### **STUDENT BEHAVIOR STANDARDS**

A major component of the educational program at Central Nine Career Center is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

## **EXPECTED BEHAVIORS**

Students are expected to:

- A. Act curiously to adults and fellow students;
- B. Be prompt to school and attentive in class;
- C. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race or ethnic background;
- D. Complete assigned tasks on time and as directed; and
- E. Help maintain a school environment that is safe, friendly and productive.

## **CLASSROOM ENVIRONMENT**

It is the responsibility of students, teachers and administrators to maintain a classroom environment that allows:

- A. A teacher to communicate effectively with all students in the class; and
- B. All students in the class the opportunity to learn.

## **DRESS AND GROOMING**

While fashion changes, the reasons for being in school do not. Students are in school to learn. Any fashion (dress, accessory or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (No)

Does my clothing advertise something that is prohibited to minors or has a double meaning which is inappropriate at school? (No)

Are there obscene, profane, drug-related, gang-related or inflammatory messages on my clothing? (No)

Would I interview for a job in this outfit? (Yes)

Am I dressed appropriately for the weather? (Yes)

Do I feel comfortable with my appearance? (Yes)

Am I wearing the correct or proper uniform and have all safety items needed to participate in class? (Yes)

If a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

We try to adhere to industry standards as closely as possible; this means you will be requested to dress as people in the occupation for which you are preparing. Most programs require students to wear a uniform. Students will not be allowed to participate in class activities if their dress does not follow industry standard or creates a health, safety or discipline problem. Not wearing the proper clothing/uniform students may lose participation points which may lower their overall grade in their class.

Shoes:

- A. Shoes must be worn at all times.
- B. No bedroom slippers will be allowed.
- C. Steel-toed boots/shoes are required in many technical labs.

Shirts/Skirts/Pants/Shorts:

- A. Shirts, blouses and tops should be long enough to be able to tuck into pants or skirts.
- B. Shirts, blouses or tops may not expose midriff, back or torso.
- C. No running shorts, cutoffs, halter tops, tank tops, strapless or midriff tops, see-through tops, tops with spaghetti straps or sleeveless cut-out shirts.
- D. All pants should be worn at the waist.
- E. Shorts, dresses and skirts should be modest length (4" above the knee).
- F. No inappropriate attire that has tobacco, alcohol or drug promotions is allowed.
- G. Clothing cannot have sexual images, slogans or innuendo.
- H. Specific uniforms must be worn to participate in many programs.

Miscellaneous:

- A. No head coverings such as scarves, bandanas or hats (some areas allow caps in the lab only).
- B. No spiked jewelry.
- C. Clothing that is tight, flimsy or torn to a point of immodesty may not be worn.
- D. Undergarments should not be seen.
- E. Cheerleaders must wear pants underneath their uniform
- F. Long or bulky coats should not be worn in the classroom.
- G. Safety glasses must be worn in technical labs.

## **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. Central Nine Career Center will not be responsible for personal property. The school will not be responsible for property stored in lockers. Valuables such as electronics, jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline measures.

## **CODE OF CONDUCT**

Central Nine Career Center's governing board has adopted the following Code of Conduct. This Code of Conduct is applicable to students:

- A. On school property at any time;
- B. During and immediately before and after any school activity at any location;
- C. Traveling to and from school or to and from a school activity.

Violations of the Code of Conduct may be "Grounds for Suspension and/or Expulsion:"

- A. The grounds for suspension or expulsion listed in section B, C, D, E, F and G below when a student is:
  - 1. On school grounds immediately before, during and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
  - 2. Off school grounds at a school activity, function or event.
  - 3. Traveling to or from school or a school activity, function or event.
- B. Students Misconduct and/or Substantial Disobedience:

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

  - 1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other conduct constituting an interference with school purposes or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
    - a. Occupying any school building, school grounds or part thereof with intent to deprive others of its use.

- b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
- 2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing or other comparable conduct.
- 3. Engaging in violence and/or threat of violence against any student, staff member and/or other persons. Prohibited violent or threatening conduct includes threatening, planning or conspiring with others to engage in violent activity.
- 4. Causing or attempting to cause damage to school property, stealing or attempting to steal private property.
- 5. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.
- 6. Threatening or intimidating any person for any purpose including obtaining money or anything of value.
- 7. Threatening (whether specific or general in nature) injury to persons or damage to property regardless of whether there is a present ability to commit the act.
- 8. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
- 9. Possessing, handling or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
  - a. A student who must use a knife and/or any other dangerous tool/etc., as part of an organized activity held by an organization that has been approved by the principal of the home school and Central Nine is exempt from application so long as the knife/tool/etc. is used as a part of and in accordance with the approved organized activity.
  - b. This knife and/or any other dangerous tool/etc., may not be displayed to other students during school, to and from school and at the home school.

- c. Students are required to gain prior permission from the home school principal before transporting it to Central Nine and/or the home school.
10. Possessing, using, transmitting or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
  - a. Exception to Rule 10: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
    - That the student has an acute or chronic disease or medical condition for which the physician had prescribed the medication.
    - The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    - The student has been instructed in how to self-administer the prescribed medication.
    - The student is authorized to possess and self-administer the prescribed medication.
11. Possessing, using or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant or intoxicant of any kind.
12. Possessing, using, transmitting or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind or any other similar over-the-counter products.
13. Possessing, using, distributing, purchasing or selling tobacco products of any kind or in any form.
14. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
15. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
16. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
17. Falsely accusing any person of sexual harassment or violating a school rule and/or a state or federal law.



18. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
19. Aiding, assisting or conspiring with, another person to violate these student conduct rules or state or federal law.
20. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination and wrongfully obtaining test copies or scores.
21. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
22. Engaging in pranks that could result in harm to another person.
23. Use or possession of gunpowder, ammunition or an inflammable substance.
24. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. Engaging in sexual behavior on school property;
  - b. Engaging in sexual harassment of a student or staff member;
  - c. Knowingly failing to report to scheduled assignment without permission or acceptable excuses;
  - d. Disobedience of administrative and/or adult authority;
  - e. Willful absence or tardiness of students;
  - f. Engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar or refers to drugs, tobacco, alcohol, sex or illegal activity or is plainly offensive to school purposes;
  - g. Violation of the school corporation's acceptable use of technology policy or rules;
  - h. Violation of the school corporation's administration of medication policy or rules;
  - i. Possessing or using a laser pointer or similar device.
25. Possessing or transmitting any substance that can cause a biological disease, virus or organism that is capable of causing serious bodily injury.
26. Possessing or using on school grounds during school hours an electronic device, a cellular telephone or any other telecommunication device in a situation not related to a school purpose or educational function.
27. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.

C. Anti-Harassment:

1. Central Nine Career Center prohibits the harassment, intimidation or bullying of any student on school property or school sponsored events. Harassment, intimidation and bullying are defined as any intentional written, verbal or physical act directed towards another student that:
  - a. Causes mental or physical harm to the other student; and

- b. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for another student.

Discipline for any substantiated incidents of bullying, harassment or intimidation will be prescribed in accordance with the appropriate section of the Student Discipline Code.

Central Nine Career Center also prohibits retaliation against any person who reports an incident, files a complaint or otherwise participates in an investigation. Filing false charges is also prohibited and will result in appropriate disciplinary sanctions. Suspected retaliation should be reported in the same manner as bullying, harassment and intimidation detailed below.

Students should report incidents of bullying, harassment or intimidation to the principal, counselor or their teachers. Complaints about the principal should be filed with the director and complaints about the director should be filed with the governing board president. All complaints will be reduced to writing and the student will have the option of either signing the complaint or affirming its veracity in front of 2 administrators.

The administrator or governing board official receiving the report will conduct a prompt investigation. The parents of any child involved in prohibited conduct will be notified and permitted to view any reports related to the conduct subject to laws governing student privacy. A meeting between all concerned parties will be held within 5 work days after receipt of a complaint. Any findings based on this meeting will be reduced to writing. At the close of the investigation, a written decision, including any disciplinary action, will be made and the director will be notified.

A complaining student who is not satisfied with the conclusion of the investigation may file an appeal with the director or designee within 10 days of receipt of the decision. The director or designee will arrange a meeting between all affected parties to discuss the appeal. Within 10 days of the appeal being filed, the director or designee will provide a written decision.

If the complaining student is not satisfied with the decision of the director or designee, an appeal can be made to the governing board within 10 days of the latest decision. The governing board will conduct a hearing within 20 days and will issue a written decision within 10 days after the close of the hearing.

Central Nine Career Center believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students or members of the staff or any other individuals are not permitted. This includes any speech or action that creates a hostile, intimidating or offensive learning environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

2. Sexual Harassment, may include, but is not limited to:
  - a. Verbal harassment or abuse;
  - b. Pressure for sexual activity;
  - c. Repeated remarks with sexual or demeaning implications;
  - d. Unwelcome touching;
  - e. Sexual jokes, posters, cartoons, etc.;
  - f. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
  - g. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
  - h. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
3. Note: An inappropriate boundary invasion by a Central Nine Career Center employee into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in state law.
4. Race/Color/Religion/National Origin/Age/Disability/Other Protected Forms of Harassment
  - a. Verbal:
    - Written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member or other person associated with Central Nine Career Center or third parties.
    - Conducting a "campaign of silence" toward a fellow student, staff member or other person associated with Central Nine Career Center or third parties by refusing to have any form of social interaction with the person.
  - b. Nonverbal:
    - Placing insulting or threatening objects, pictures or graphic commentaries in the school environment or making insulting or

threatening gestures toward a fellow student, staff member or other person associated with Central Nine Career Center or third parties.

c. Physical Contact:

- Any intimidating or disparaging action such as hitting, pushing, shoving or spitting on a fellow student, staff member or other person associated with Central Nine Career Center or third parties.

d. Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member or other person associated with the Central Nine Career Center or third parties should make contact with their teacher, counselor or principal.

The student may make contact either by a written report, by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly and forwarded to the principal.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- Protect the confidentiality of the student who files a complaint;
- Encourage the reporting of any incidents of sexual or other forms of harassment;
- Protect the reputation of any party wrongfully charged with harassment.

D. Bullying-Harassment and/or Aggressive Behavior (including Bullying/Cyber bullying)

Bullying as defined in state law means overt, repeated acts of gestures, including verbal or written communications transmitted, physical acts committed or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status or disability. It

would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats and hazing.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or counselor. The student may also report concerns to a teacher who will be responsible for notifying the appropriate administrator or governing board official. Complaints against the building principal should be filed with the director. Complaints against the director should be filed with the governing board president.

Every student is encouraged and every staff member is required to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

1. Bullying applies when a student is:
  - a. on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a group (including summer school);
  - b. off school grounds at a school activity, function or event;
  - c. traveling to or from school or a school activity, function or event;
  - d. using property or equipment provided by the school; or
  - e. off school grounds due to an activity, event or an issue which was initiated at school.
2. Counseling, corrective discipline and/o referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate and support for victims and other impacted by the violation.

E. Possessing a Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - a. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
  - b. The frame or receiver of any weapon described above;
  - c. Any firearm muffler or firearm silencer;
  - d. Any destructive device which is an explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any similar device.
  - e. Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than one-half inch in diameter;

- f. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
  - g. An antique firearm;
  - h. A rifle or a shotgun that the owner intends to use solely for sporting, recreational or cultural purposes.
- 3. For purposes of this rule, a destructive device is:
  - a. An explosive, incendiary or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above;
  - b. A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - c. A combination of parts designed for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as signaling, pyrotechnic, line throwing, safety or similar device.
- 4. The penalty for possession of a firearm or a destructive device; suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
- 5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### F. Possessing a Deadly Weapon

- 1. No student shall possess, handle or transmit any deadly weapon on school property; it will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.
- 2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
  - a. A weapon, taser or electronic stun weapon, equipment, chemical substance or other material that in the manner it is used or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

- b. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
  - c. A firearm is defined as any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.
- 3. The penalty for possession of a deadly weapon; up to 10 days suspension and expulsion from school for a period of up to one calendar year.
- 4. The superintendent may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### G. Unlawful Activity

A student may be suspended or expelled for engaging in lawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks and the summer period when a student may not be attending classes or other school functions.

#### H. Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

### **ENFORCEMENT OF STUDENT BEHAVIOR AND CODE OF CONDUCT**

The standards and the Code of Conduct will be enforced by school administrators, teachers, instructional assistants, bus drivers and any other adult authorized by Central Nine Career Center to supervise students.

- A. The objectives of the enforcement of these standards and the Code of Conduct are:
  - 1. to protect the physical safety of all persons and prevent damage to property;
  - 2. to maintain an environment in which the educational objectives of Central Nine Career Center can be achieved;
  - 3. to enforce and instill the core values of Central Nine Career Center and the workforce community.
- B. The seriousness of the offense and the nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by:
  - 1. the nature and extent of any potential or actual injury, property damage or disruption;
  - 2. the student's prior disciplinary history and the relative success of any prior corrective efforts;

3. the willingness and ability of the student and student's parents to participate in any corrective action;
4. the interest of other students in Central Nine Career Center in a school environment free from behavior that violates the school's behavior standards;
5. any other aggravating or mitigating factor or circumstance including, but not limited to, zero tolerance policies.

## **DISCIPLINE**

It is important to remember that Central Nine Career Center's rules apply going to and from school, at school, on school property, at school-sponsored events and on school transportation. Central Nine Career Center's governing board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off school property if the activity interferes with school purposes or the educational function of the school. This authority applies to unlawful activity that may occur on weekends, holidays and other school breaks including summer recess.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, Central Nine Career Center shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal. Informal discipline takes place within the school. It includes but is not limited to: writing assignments, change of seating or location; before-school detention; after-school detention; in-school suspension; and removal from a class activity.

Formal discipline removes the student from school. It includes suspension for up to 10 school days and expulsion for the remainder of a semester or longer.

### **BEFORE/AFTER SCHOOL DETENTION – ONE HOUR (ASSIGNED BY ADMINISTRATION)**

Before school detention (one hour) and after school detention (one hour) may be assigned for excessive tardiness, class rule violations and other infractions. Failure to complete a before or after school detention assignment will result in being assigned to a two hour after school detention.

- A. Before school detention (one hour) is scheduled on Monday through Thursday by an administrator each week from 7:00 A.M. to 8:00 A.M.
- B. After school detention (one hour) is scheduled on Monday through Thursday by an administrator each week from 2:30 P.M. to 3:30 P.m.
- C. Students should report to the office.
- D. It is the student's responsibility to bring school work to complete while in detention.
- E. The student or his/her parents are responsible for transportation.



- F. Students may serve before and after-school detention(s) at their home/sending school if allowed by their school.

**AFTER-SCHOOL DETENTION-TWO HOURS  
(ASSIGNED BY ADMINISTRATION)**

After-school detention (two hours) may be assigned for excessive tardiness, class rule violations and other infractions. Failure to complete an after school detention (two hour) assignment will result in being assigned to an OSS.

- A. After school detention (two hour) is scheduled on Thursday by an administrator each week from 2:30 P.M. to 4:30 P.M.
- B. Students should report to the office.
- C. It is the student's responsibility to bring school work to complete while in detention.
- D. The student or his/her parents are responsible for transportation.
- E. Students may serve before and after-school detention(s) at their home/sending school if allowed by their school.

**REMOVAL/ISS – IN-SCHOOL SUSPENSION  
(ASSIGNED ADMINISTRATION)**

Teachers may assign an ISS for classroom disruptions, safety violations, lack of tools, dress code violations and other infractions. Teachers have the right to remove a student from his/her class or activity for the remaining part of the period or from the beginning of the period the following day (maximum of one day/two blocks per incident). The student will be assigned regular or additional work by the teacher to be completed in the ISS room. The student will be allowed to take or make up all test and/or quizzes for credit. Students will lose their daily participation points. Failure to complete an ISS assignment will result in being assigned to two days of in-school suspension. Discipline issues that occur in ISS will result in OSS.

**OSS – OUT-OF-SCHOOL SUSPENSION  
(ASSIGNED BY ADMINISTRATION)**

The administration (school principal or designee) may deny a student the right to attend school or take part in any school function for a period of one to 5 school days. With the approval of the director, an out-of-school suspension may be extended to a period of 10 days. If a student receives an OSS either from his home school or at Central Nine Career Center, the suspension will be honored by both the home school and Central Nine Career Center.

## **EXPULSION FROM SCHOOL**

### **(ASSIGNED BY ADMINISTRATION AND HOME/SENDING SCHOOL ADMINISTRATION)**

If, in Central Nine Career Center principal's opinion, the alleged infraction warrants a longer period of removal from school, s/he shall refer the case to the director and to the home/sending school principal for consideration for expulsion. The home/sending school principal will also forward this information to the home/sending school superintendent who shall review the case and may appoint a designee to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it. The home/sending school will be responsible for conducting and making contact for the expulsion meeting, etc.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with the governing board policy and federal due process rights appropriate to disabled students. Students who qualify for service under IDEA or Section 504 may be expelled only after a manifestation determination has been held.

A student who has been expelled may apply for reinstatement in accordance with guidelines which are available at each home/sending school's office.

## **EXPULSION FOR FIREARMS POSSESSION**

Any student who is found to possess a firearm on school property shall be reported immediately to law enforcement officials. In addition, s/he shall be subject to expulsion for a period of 1 year.

## **DUE PROCESS RIGHTS**

Before a decision is made as to whether or not to suspend or expel a student from school, Central Nine Career Center will follow specific procedures. When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, his/her parents will be notified, in writing/e-mail, of the reason for and the length of the suspension.

The student and/or his/her parents may appeal the suspension after receipt of the suspension notice, to the director. The request for an appeal must be in writing and made within two (2) days after notification.

During the appeal process, the student shall not be allowed to remain in school. When a student is suspended, s/he may make-up work missed such as tests, etc., after returning to school. Any learning that cannot be made up such as labs, field trips, skill-practices and the like, or any learning that the

student chooses not to make- up may be reflected in the grades earned. Two suspensions for truancy or an expulsion may result in the revocation of the student's driver's license.

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of Central Nine Career Center's governing board, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent by school authorities.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the Central Nine Career Center and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. Central Nine Career Center reserves the right not to return items which have been confiscated.

### **USE OF DOGS**

The governing board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property.

The dog may be allowed to examine school property such as lockers or students and items in their possession, but any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination.

### **USE OF BREATH-TEST INSTRUMENTS**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

There is the possibility that a "false-positive" result could be obtained. If the student believes that the test is inaccurate s/he may request an immediate retest be administered by local law enforcement authorities.

If the result indicates a violation of school rules as described in this handbook. If a student refuses to take the test, s/he will be advised that such refusal is a violation of school rules and will subject the student to disciplinary action. The student will then be given a second opportunity to take the test.

## **STUDENT RIGHTS TO EXPRESSION**

Central Nine Career Center recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material, buttons, badges or other insignia; and the like. All items must meet school guidelines.

A. A material cannot be displayed or distributed if it:

1. Is obscene to minors, libelous, indecent or vulgar
2. Advertises any product or service not permitted to minors by law,
3. Intends to be insulting or harassing,
4. Intends to incite fighting; or
5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption or school or school activities, a violation of school regulations or the commission of an unlawful act.

Students must have the principal's permission to display materials. They must meet school guidelines. Please present these items 24 hours prior to wanting to display.

A. Materials may not be displayed or distributed during passing times between classes. Permission may be granted for display or distribution during, before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

## **SECTION VI TRANSPORTATION**

### **BUS TRANSPORTATION**

Central Nine Career Center does not provide transportation to and from the home/sending school. Most sending schools will provide bus transportation for their students. However, due to flexible scheduling, etc., some students may have to provide their own transportation.

Central Nine Career Center in most instances provides transportation to and from off-campus classes/learning opportunities. It may be required for students to ride the bus, if one is provided. Students riding the bus to Central Nine Career Center must conform to the rules and regulations of each home school. Students riding on Central Nine Career Center's buses must follow all of Central Nine

Career Center's school rules and regulations. Bus drivers are authorized to maintain order on buses. Riding the bus is a privilege. Students will receive disciplinary action for misbehavior, which could ultimately result in suspension from riding the bus and/or school. Students are reminded to ride their assigned bus only, to use safety precautions while waiting for the bus, and be courteous and cooperative.

Students who are provided the opportunity to ride school transportation are encouraged to do so.

### **DRIVING/PARKING REGULATIONS**

Students may drive their vehicles to Central Nine Career Center if they have permission from their home high school, parent and Central Nine Career Center. Each student operating a motor vehicle at Central Nine Career Center must register his/her vehicle in the Main Office. The first parking tags will cost \$30.00; additional parking tags will cost \$10.00. All money collected will be used to pay for a contracted service to help students onto U.S.31 at dismissal. Some sending home schools require all their students to ride the bus. Central Nine Career Center follows all sending school driving procedures. In rare instances, a student may be granted permission by his home school and his instructor to drive to Central Nine Career Center. In those instances, permission to drive forms need to be filled out in advance and temporary parking passes issued. At all times, student drivers are expected to operate their vehicles in a safe and courteous manner. Students who do not respect this request or who violate accepted standards for driving and parking on school property will have their driving and/or riding privileges to Central Nine Career Center suspended.

Rules of conduct for driving at Central Nine Career Center:

- A. Students must enter the building immediately upon arriving on school grounds.
- B. Students need to leave school property immediately after the student is dismissed. Loitering is not allowed in the parking lot.
- C. All vehicles must be registered with the school. Parking tags must be displayed in the vehicle front window at all times.
- D. All students must have a permanent or temporary parking pass.
- E. Parking permits/tags cannot be transferred to another student.
- F. Students must follow the speed limit (10 mpg), drive carefully.
- G. Students must park in the east parking lot. The first three rows of the east lot are reserved for the restaurant patrons. The remainder of the east lot is student parking. The west parking lot is for teachers and visitors ONLY.
- H. Central Nine is not liable for accidents of the drivers going to or from their work experience, class experience, school or any other event where a student may drive to any function.
- I. Students must be in good academic/attendance and discipline standing in order to maintain driving privileges on campus. Driving to school is a privilege which can be revoked at any time.

The administration, staff and Central Nine Career Center's Law Enforcement program will help monitor and supervise the parking lot. Students in violation of driving and/or parking procedures will be discipline according to the Guidelines for Discipline Infractions. In some instances, students may have an option of either paying a fine or serving a specific discipline consequence.

### **DRIVING (FLEXIBLE SCHEDULING, JOB SHADOWING, INTERNSHIP, CO-CURRICULAR OPPORTUNITIES, SPECIFIC FIELD TRIPS, COMPETITIONS AND COLLEGE DAYS)**

Central Nine Career Center provides a number of unique educational experiences and/or programs. If you have been given permission to attend and/or accepted into any of these unique educational experiences and/or programs, you may be required to provide your own transportation. Students and/or parents who cannot provide transportation cannot participate in these experiences. Central Nine is not liable for accidents of the drivers going to or from their work experience, class experience or any other event where a student may drive to any function.

When Central Nine Career Center provides transportation to above mentioned activities, students must ride the bus unless written permission is granted by parents, teacher and principal.

### **APPENDIX A GUIDELINES FOR DISCIPLINE INFRACTIONS**

Teachers may remove a student from their classroom and assign an ISS for classroom disruptions, safety rules violations, lack of tools, dress code violations and other infractions. Teachers have the right to remove a student from his/her class or activity for the remaining part of the period or from the beginning of the period the following day (maximum of one day/two blocks per incident).

In all cases, Central Nine Career Center shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. The following guide has been created to help the parents and students understand the general progression of consequences for infractions. Details of any discipline assigned will be at the discretion of the school administration.

<b>Offense</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>
Academic Cheating and/or plagiarism	Loss of Credit on Assignment	Loss of Credit on Assignment and OSS	Loss of Credit for Semester and Possible Expulsion		
Attendance – Truancy/Cutting Class One Block	2ASD*	1 Day ISS*	1 Days OSS*	2-5 Days OSS*	Expulsion*
Attendance – Unexcused Absences	4 Unexcused Absences – Letter E-mailed Home*	6 Unexcused Absences – Student Called to Guidance Office and Letter E-mailed Home*	8 Unexcused Absences – Student may lose Credit. Student Must Apply for Waiver and Waiver Must be Granted by Committee*	8 Unexcused Absences – Student place on Contract.*	Violation of Contract – loss of driving privileges to C9. Possible loss of drivers license.*
Attendance – Tardies	Automate Call and - .25% of Participation Grade*	Automated Call and -.25% of Participation Grade*	Phone call from Dean of Students -.25% Participation Grade*	Automated Call, ASD – 1 Hour and -.25% Participation Grade*	Automated Call, ASD – 1 Hour and .25% Participation Grade*
Attendance – Truancy/Cutting Class Two Blocks	1 Day ISS*	1 Day OSS*	2-3 Days OSS*	5 Days OSS*	Expulsion - Pending due Process*
Battery/Assault on Staff and/or Attempted Battery on Staff	Expulsion – Pending due Process, Police Referral				
Batter/Assault on Another Student	Expulsion – Pending due Process, Police Referral				
Bullying (Cyber Bullying)/Verbal Harassment	3 Days OSS, Police referral	Expulsion – Pending due process, Police Referral			
Computer/Internet Misuse	2 Hour ASD, Loss of Internet Privileges for 2 weeks	1 day OSS and Loss of Computer/Internet Privileges for 4 weeks	3 Days OSS and Loss of Computer/Internet Privileges for Remainder of Semester		

Computer//Internet Tampering	3-5 Days OSS to Expulsion – Pending due Process	Expulsion – Pending due Process			
Driving Violation – No Tag or Parking Violation	1 Day of OSS, pending 24 purchase of parking tag	3 Days of OSS	Driving Privileges Revoked, Buss Pass issued		
Driving Violation – Driving/Moving Violation	1 Day of OSS, Police Referral	5 to 10 Days of OSS, Expulsion – Pending due process, Police Referral			
Drugs/Alcohol – Possession, Using, Stealing or being under the Influence	Expulsion – Pending due Process, Police Referral*				
Explosives – Possessing, Using, Selling, Giving Away or Fireworks	Expulsion- Pending due Process, Police Referral				
Failure to Comply	1-3 Days ASD/ISS*	1-3 Days OSS*	5 Days OSS*	Expulsion – Pending due Process*	
Fighting	3 Days OSS and Possible Police Referral	5 Days OSS and Police Referral	Expulsion – Pending due Process, Police Referral		
Fire Alarm/Fire-Setting a Fire, Calling in a False Alarm or Bomb Threat. Spreading Rumors of a Fire or Bomb	Expulsion- Pending due Process, Police Referral				
Gambling	1 – 2 Hour ASD	1-3 Days OSS	3-5 Days OSS	Expulsion – Pending due Process	
Habitual or Chronic Offender	Expulsion- Pending due Process				
Horseplay, Classroom Disruption	1-3 Days ASD/ISS/ OSS	1-3 Days OSS	3-5 Days OSS to Expulsion- Pending due Process	Expulsion – Pending due Process	



Harassment – Sexual or Physical	5 day OSS and Police Referral, CPS referral	Expulsion – Pending due Process, Police Referral, CPS referral			
Improper Language Directed at School Personnel	2-3 Days OSS	3-5 Days OSS	Expulsion- Pending due Process		
Indecent Exposure	5 Days OSS	Expulsion – Pending due Process			
Insubordination/ Gross	2 Hour ASD to 3 Days OSS*	3-5 Days OSS to Expulsion – Pending due Process*	Expulsion- Pending due Process*		
Intimidation	3 Days OSS to Expulsion- Pending due Process, Police Referral	5 Days OSS to Expulsion- Pending due Process, Police Referral	Expulsion- Pending due Process, Police Referral		
Keys – In Possession of, Stealing or Giving Away Staff's Keys to the School	5 Days OSS	Expulsion- Pending due Process			
Malicious Damage to School or Other's Property, Less than \$150.00	Restitution and 3 Days OSS	Restitution and 5 Days OSS	Expulsion- Pending due Process		
Malicious Damage to School or Other's Property, More than \$150.00	Restitution and Expulsion- Pending due Process				
Possession of Lighter	ASD – 1 Hour, Confiscate Lighter	ASD – 2 Hours	3 Days ISS	3 Days OSS	Expulsion- Pending due Process
Profanity, Offensive Language	1 ASD to 3 Days OSS	2 ASD to 5 Days OSS	1-3 days ISS to 10 Days OSS	Expulsion – Pending due Process	
Returning to School While Serving an OSS	Police Referral, Additional OSS	Police Referral, Expulsion- Pending due Process			

Sexual Conduct – Improper, Advances, Contact	3-5 Days OSS to Expulsion – Pending due Process, Police Referral	5 Days OSS to Expulsion- Pending due Process, Police Referral	Expulsion- Pending due Process, Police Referral		
Smoking or Possession of Tobacco or Tobacco Products	Smoking Classes or 3 Days OSS, Citation issued*	3 Days OSS, Citation issued*	5 Days OSS*	Expulsion- Pending due Process*	
Theft or Possession of Stolen Goods Less than \$150.00	Restitution, 3 Days OSS and Police Referral	Restitution, 5 Days OSS and Police Referral	Expulsion- Pending due Process		
Theft or Possession of Stolen Goods More than \$150.00	Restitution, Expulsion – Pending due Process, Police Referral				
Verbal, Racial Abuse	3 Days ISS/ OSS	5 Days OSS	Expulsion- Pending due Process		
Weapons – Possession, Using, Selling or Giving Away Weapons	3-5 Days OSS, Expulsion – Pending due Process, Police Referral*	Expulsion – Pending due Process, Police Referral*			
Wireless Communication Devices (WCD) – Improper Use or Possession	1 ASD	1 Day ISS	2 Days ISS	2 Days OSS	3 Days OSS

ISS may be substituted for a one hour ASD in extreme situations where a student does not have transportation.

OSS may be substituted for a two hour ASD in extreme situation where a student does not have transportation.

**\* *Discipline may also include driving privileges suspended/revoked***

Cover Design of Student Handbook Designed by:  
Graphic Imaging Technology Students

Dear Parent or Guardian:

The Central Nine Career Center Governing Board believes that the education of each student can only be achieved in an orderly and disciplined environment.

The Executive Director shall establish reasonable rules and regulations for student behavior that promote the attainment of educational goals set by the Board. The Executive Director shall make these written rules and regulations available to students and parents annually.

When students choose to conduct themselves in such a way that they are in violation of established rules and regulations, they will be disciplined in an appropriate manner.

The Executive Director shall establish, implement, and support discipline procedures appropriate to the age and the misconduct of the student.

These procedures shall also include a process whereby a principal may remove such students from school and at the same time insure that these students' rights to due process are not violated.

1. ALONG WITH THE OTHER IMPORTANT INFORMATION IN THIS HANDBOOK, PLEASE READ THE PAGES CONCERNING DISCIPLINE PROCEDURES, SCHOOL RULES AND THE ATTENDANCE POLICY AND DISCUSS WITH YOUR STUDENT.
2. PLEASE SIGN BELOW INDICATING THAT YOU HAVE READ AND UNDERSTAND THESE PAGES.
3. PLEASE PRINT AND RETURN TO THEIR INSTRUCTOR AT CENTRAL NINE.

_____ PRINTED NAME	_____ GRADE
_____ STUDENT SIGNATURE	_____ DATE
_____ PRINTED PARENT/GUARDIAN	_____ DATE
_____ PARENT/GUARDIAN SIGNATURE	_____ DATE
_____ DR. STEPHEN HAGEN/EX. DIRECTOR	_____ DATE
_____ NICOLE OTTE/CURRICULUM DIRECTOR	_____ DATE
_____ LAWRENCE COURTNEY/PRINCIPAL	_____ DATE

Notes:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.